



Open Until Filled

Rehabilitation Specialist I / II

**HEALTH & HUMAN SERVICES
Mental Health**

Salary:

Range 48: \$2552 - 3103

Range 52: \$2,817 - 3,424

The Mono County Health Department needs five Rehabilitation Specialists. Applications are available now. All successful applicants will be placed on a one (1) year Eligibility List from which future vacancies will be filled.

Job Responsibilities: Reports to the Mental Health Clinical Supervisor and under general supervision, learns and performs a variety of supportive services for the mentally ill and their family members. Incumbents will be responsible for keeping records of their client contacts as well as for the maintenance of daily time sheets. Other duties related to the provision of these supportive services, including assessment of client needs and development and updating of service plans may also be required.

Desirable Qualifications:

Knowledge of:

- Interviewing techniques
- Good "people skills"
- Some causes of and treatments for mental illness
- Good public relations techniques
- Maintenance of client files
- Modern office methods and procedures
- Correct English usage, spelling, grammar and punctuation

Ability and willingness to:

- Perform a variety of client interventions
- Help clients follow their treatment plans
- Function as part of a multi-disciplinary team
- Recognize the signs and symptoms of mental illness
- Differentiate between an education group and a process group and have the ability to co-facilitate both types
- Deal tactfully with difficult clients
- Recognize when to seek supervision
- Accurately and legibly maintain and update a variety of records and information systems
- Operate a computer and use department software in the performance of assigned work
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines
- Consistently demonstrate cooperative behavior with colleagues, supervisors, and clients.

Training and Experience:

Rehabilitation Specialist I: Any combination of education, training, and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Prior work in a residential program of any type; and/or prior experience working with the mentally ill; and/or being a consumer of mental health services. In addition, the applicant must have possession of a California Driver's License. (Preference will be given to consumers of mental health services; as well as to family members of consumers.) **Rehabilitation Specialist II:** In addition to the above, at least one year of experience as a Rehabilitation Specialist I.

Application Process: For a complete job description and application contact the County Administrative Office at (760) 932-5412 or print off of the website listed below. Apply immediately! This position is **open until filled**. Faxed applications will be accepted provided the application with the original signature is mailed to the address below.

COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE — HR
P.O. Box 696 ~ Bridgeport, California 93517
(760) 932-5410 ~ (760) 932-5411 (FAX) ~ website: www.monocounty.ca.gov
EOE